

MAJOR AWARDS

21 SEPTEMBER 1977

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: EXECUTIVE SECRETARY
SUGGESTION AND ACHIEVEMENT
AWARDS COMMITTEE
1001 AMES BUILDING

EXTENSION

NO.

2086

DATE

21 September 1977

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. Mr. F. W. M. Janney
5E 58 Headquarters

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Attached is your AGENDA for the Suggestion and Achievement Awards Committee Meeting on Tuesday, 27 September 1977 at 0930 in 5E 62 Headquarters

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SUGGESTION AND ACHIEVEMENT AWARDS COMMITTEE MEETING

Tuesday, 27 September 1977

0930

5E 62, Headquarters

A T T E N D A N C E L I S T

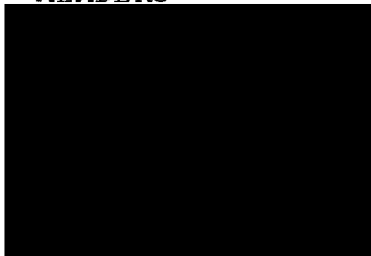
CHAIRMAN

F. W. M. Janney

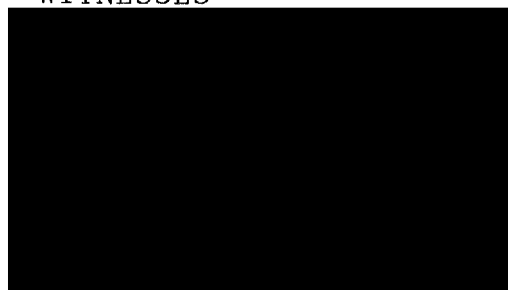
WITNESSES

MEMBERS

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(O/DCI)
(O/DD/S&T)
(O/DO)
(O/DDI)
son (O/DDA)



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Recorder

A G E N D A

1. Call to order
2. Minutes of last meeting (TAB 1)
3. Executive Secretary's Report
4. Comments by Chairman
5. Discussion by Members
6. Vote on the following cases (TAB 2):

<u>TAB</u>	<u>NO.</u>	<u>SUBJECT</u>
A	SA-92	Special Achievement Award Nomination - DD/S&T/NPIC
B	76-390	Automated Tape Library System
C	76-482	Resuscitation

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E2 IMPDET CL BY 060128

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<u>TAB</u>	<u>NO.</u>	<u>SUBJECT</u>	<u>STATSPEC</u>
D	SA-85	Special Achievement Award Nomination - DD/S&T [REDACTED]	
E	SA-90	Special Achievement Award Nomination - DDA/ODP	
F	SA-91	Special Achievement Award Nomination - DDA/OL	
G	SA-93	Special Achievement Award Nomination - DD/S&E [REDACTED]	STATSPEC

7. Adjournment

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SUGGESTION AND ACHIEVEMENT AWARDS COMMITTEE

MINUTES

31 August 1977

On Wednesday, 31 August 1977 at 0940, Mr. F. W. M. Janney, Chairman, chaired the regular meeting of the Suggestion and Achievement Awards Committee in 5E 62, Headquarters. The following were present:

MEMBERS



Directorate of Intelligence
Directorate of Administration
Directorate of Operations

Office of the Director
Directorate of Science
and Technology

Office of Security

Special Achievement No. 89

Executive Secretary
Acting Recorder

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MINUTES

The minutes of the 10 June 1977 Meeting were approved as written.

EXEC.
SFC.
REPORT

Since the 10 June 1977 Meeting, 139 suggestions have been received; 127 or 91% were eligible and 12 ineligible. The

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Committee's Staff closed 108 cases. Seven Special Achievement Award nominations were received since the last meeting.

COMMITTEE
ACTION

The Committee took the following action on the cases listed below:

<u>NO.</u>	<u>SUBJECT</u>	<u>ACTION</u>
72-154	Increased Coverage	\$1,000 final award - (HIGH/GENERAL).
SA-89	Special Achievement Award Nomination - DD/S&T/OD&E	Recommend \$3,000 Special Achievement Award EXCEPTIONAL/GENERAL, equally shared.
74-25	Destruction of Sensitive Government Hardware	\$900 award based on annual savings of \$12,600 (\$728), plus HIGH/LIMITED intangible benefits (\$172).
75-27	Monitoring Security Alarms in Federal Buildings	\$370 additional award based upon: added net savings (for award purposes) of \$3,200 (\$320), plus MODERATE/EXTENDED intangible benefits of \$50.
77-249	Incoming Pouch Material	\$700 award based on annual savings of \$3,100 (\$310), plus SUBSTANTIAL/BROAD (\$390) intangible benefits.
77-330	Processing and Preparation of Salary Payment	\$700 award, equally shared, based on annual savings of \$4,600 (\$460), plus EXCEPTIONAL/LIMITED (\$240) intangible benefits.
SA-81	Special Achievement Award Nomination - DDI/OCI	Recommend \$1,600 award, equally shared, based on EXCEPTIONAL/BROAD.

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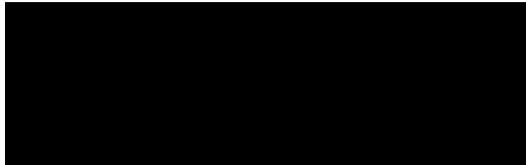
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<u>NO.</u>	<u>SUBJECT</u>	<u>ACTION</u>
SA-86	Special Achievement Award Nomination - DDA/OP	\$500 Special Achievement Award based on EXCEP- TIONAL/EXTENDED.
SA-88	Special Achievement Award Nomination - DDA/OTR/[REDACTED]	\$435 award based on a cost avoidance of \$4,336 (Tangible Awards Scale).

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ADJOURNMENT

The meeting was adjourned at 1007.



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Executive Secretary
Suggestion and Achievement Awards Committee

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Attachment A to: TCS 7109-7

DATA ON EMPLOYEE

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a. Name : 
b. Grade : GS-15
c. Position Title : Intel Res Spec-IA, Chief
d. Office of Assignment: NPIC/IEG/SSFD
e. Award Period : January 1975 - January 1977

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Attachment D to: TCS 7109-7

6. The Panel reviewed three nominations for Certificate of Distinction and nine nominations for Certificate of Merit submitted for members of [REDACTED] Staff for their contributions towards developing a new operational concept for the Imagery Exploitation Group.

STATINTL

7. The Panel reviewed and discussed the nomination and provided a recommendation for the Director/NPIC.
8. The Chairman, Suggestion Awards Panel/NPIC presented the Panel's recommendation to the Director/NPIC.

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Attachment D to: TCS 7109-7

cons of each and why his task teams had arrived at the positions he was presenting. His approach was always informative and pleasant. At no time did anyone interviewed indicate that [REDACTED] tried to sell or force anything on them. He presented the facts and responded as questions arose.

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Panel Conclusions

As a result of the information gathered and the facts associated, the Panel drew the following conclusions:

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1. That [REDACTED] as the man tasked as Program Manager, was clearly the individual in charge of preparing and implementing the new operational concept.
2. That the management task assigned to [REDACTED] clearly exceeded his job responsibility as a result of the magnitude of the task.
3. That the fruits of his management have a significant impact on a wide segment of the Intelligence Community (even though it is not apparent at this time because of the short period the new operational concept has been in effect).
4. That the Plan that was derived and implemented by [REDACTED] and his task group clearly reflects a revised operational concept which meets the demands of the intelligence requirements needed today.
5. That the results of [REDACTED] work are purely intangible from a monetary sense.
6. That [REDACTED] has an intuitive knowledge of the entire Intelligence Community operation as well as for what goes on within NPIC and elsewhere in the Agency. This insight into the overall picture substantiated his selection and performance for the job as Project Manager.

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Award Decision

As a result of the foregoing conclusions, the Panel agreed that this award should be in the High/General intangible award category (\$1,000-\$2,500).

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Attachment E to: TCS 7109-7

Intangible Benefits

Value of Benefit - High

The NPIC Suggestion Awards Panel clearly felt that the management responsibilities demonstrated by [REDACTED] in performing his task as Program Manager for the development and implementation of a new operational concept insured the success of the effort. Since the operational concept and plan was viewed as a complete revision of a basic principle or procedure and also as a highly significant improvement to meet Community exploitation needs today, the Panel felt that the benefit of [REDACTED] contribution deserved a "High" rating.

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Extent of Application - General

The evidence of overlapping concepts from the IEG Operational [REDACTED] as well as the supporting verbal comments from [REDACTED] clearly convinced the NPIC Panel that the management accomplished by [REDACTED] had application at the "General" level.

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SUGGESTION AND ACHIEVEMENT AWARDS COMMITTEE
SUMMARY AND RECOMMENDATIONS

SUGGESTION NO. 76-390: dated 15 April 1976

GS-08

STATINTL

Computer Operator
Directorate of Administration/ODP

A. Summary of Suggestion

1. Background

In the ODP Computer Center Tape Library (hereafter mentioned as the "Tape Library") an employee was required to pull a list of tapes daily to be "scratched" (i.e., erased so that they could be reused). This was a full automated system, except for the "scratching" and pulling of the tapes. The system produced a list of tapes from a program run consisting of from 300 to 400 "scratch" tapes daily. The present system calls for the person to verify the external number, then take the tape to an assigned area to be degaussed. The tape is then placed on a tape drive and a program is called in to over-write binary 1's on the tape. In this way, the next person using that tape will not acquire classified data in that tape. (This is in compliance with a DCI directive on computer security.)

2. Suggestion

a. Implement an automated system to help prevent tapes that are not to be "scratched" from being "scratched". Such a program could read the label on the tape when it is mounted and check the Tape Management System (TMS) Library on the TMS pack to verify that it is the right tape to be erased.

b. Advantages cited by suggester: Human error will be eliminated 100%. The overall efficiency of the "Tape Library" will also be increased by utilizing these gained work hours more productively. Finally, a very substantial savings will be realized because human error will be eliminated. The large amount of rerun time and man hours to replace data that was inadvertently destroyed will be eliminated.

B. Evaluations

1. Chief, Operations Division, Office of Data Processing, when given this case for evaluation in May 1976 testified that the suggester, [REDACTED] conceived the idea nearly two years before. On the basis of the suggester's verbal proposal at that time, it was passed to ODP Systems Engineering Division for implementation into the Multiple Virtual Storage operating system then in the planning stage.

STATINTL

2. Executive Officer, ODP currently reports that:

a. A program to incorporate the intent of the suggester's proposal was written in the summer of 1975. Testing was started in late 1975. The "Tape Library" implemented the Data Security Erase Program (DSE) on 1 March 1976 as a result of this employee suggestion. This automated program was modified to interface with the Tape Management Catalogue (TMC) to prevent human error when tapes are being degaussed.

b. When the DSE program is initiated, the internal volume serial number of the standard label tape mounted on the allocated tape drive is read by the DSE program. The volume serial number is then checked with the TMC entry to ensure the tape has expired. If the tape has not expired, the tape drive will unload and a "TAPE IS NOT A SCRATCH" message will print on the hardcopy console. The program will not erase a tape that has not expired in the TMC. This prevents the wrong tape from being erased accidentally.

c. Under the old method, before performing the erasing process the tape librarian had to check and double-check the tapes pulled from the library against the scratch listing generated by the TMC. This was a manual process subject to human error. An average of two tapes per day were being erased inadvertently. This required additional work hours checking the listings before and after the erasing process, and notifying the respective user when a tape was erased. Some of this lost data could not be reconstructed.

d. Since the implementation of the DSE program, the accuracy of tapes being erased has reached 100%. The savings accrued in the "Tape Library" is two hours of a GS-06 position per day, seven days weekly in checking listings. This has produced a savings in salary costs of approximately \$3,600 annually. The time saved can be spent in a more productive manner. The cost avoided because tapes are no longer scratched inadvertently depends upon the data lost. The computer processing time and work hours

required to recover the data would vary with application. A conservative estimate is \$200 per tape. At two tapes per day and seven days weekly, this amounts to a cost avoidance of approximately \$145,600 plus hourly annual savings of \$3,600 previously stated for a grand total of \$149,200.

e. Intangible benefits are estimated at SUBSTANTIAL and BROAD. The basis for this is the impact this modification has had on tape users. Previously, it was not uncommon for programmers throughout the Agency to comment:

"My job is late because the 'Tape Library' scratched the tape."

"I must backup everything because I have been burned too many times by the 'Tape Library'"

The growth of user confidence in the "Tape Library" tape scratching procedure has resulted in a reduction in the tendency to produce additional backup tapes for self protection. This has a direct impact on the number of computer jobs processed each day and the number of tape drives tied up. In addition, the reduction in redundant tapes has erased the burden on the storage capacity of the "Tape Library". This suggestion is not in line of duty for the suggester, a computer operator.

3. In order to ascertain the degree of action caused by this suggestion and the magnitude of credit deserving the initiator, the Committee's staff questioned ODP officials further. They responded to the effect that the suggester deserved full credit for the action that has been taken on the new program. Furthermore, in answer to our pertinent question, they said that they would probably not have a similar program yet employed or a similar idea under consideration today if it had not been for the unique discovery by this suggester.

C. Recommendations of the Executive Secretary

1. Not line of duty.

2. Award of \$4,150 calculated as follows: \$3,840 for benefits of \$149,200 according to the Tangible Awards Scale, plus \$310 for Intangible Benefits Guide ratings of SUBSTANTIAL/BROAD.

3. Refer to Civil Service Commission for submission to GSA. Since GSA oversees ADP installations they would know who might be able to use this program which is applicable to IBM computer equipment. (It cannot be directly transferred to other computer centers in CIA since they do not have IBM equipment. However, the general concept employed in this suggestion could be implemented on other computers and software systems throughout the government, including other components of CIA.)

D. Decision of the Committee

_____	Concur	_____	Award Recommended
_____	Non-Concur	27 Sep 77	Date
<u>XXX</u>	Defer		

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NOTE: [REDACTED] Executive Officer,
Office of Data Processing is available
to answer any questions on this case.

Committee Action - 27 Sep 77

Defer. Seek data from ODP to show that actually as many as two tapes daily were scratched to support the annual cost avoidance of over \$145,000 plus. [REDACTED] said he would have such info compiled and the Cmte Members agreed that an actual record of scratched tapes for a 3/4 month period would suffice. [REDACTED] indicated that he would meet with Mr. [REDACTED] to discuss the subject further and to inquire about the security aspects related to the scratched tapes.

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SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

SUGGESTION NO. 76-482: dated 10 June 1976
[REDACTED], GS-10
Communications Security Officer
Directorate of Administration/OC

A. Summary of Suggestion

(A/IUO) Discontinue the use of the Pneolator at OC [REDACTED] Communications Centers and institute a Cardiopulmonary Resuscitation (CPR) Program. Establish a complete CPR training program for all OC personnel. Copy of suggestion prepared by the suggester entitled "Resuscitation" is attached. This paper caused extensive study among OC, OMS and Safety Committee officials. STATINTL

B. Evaluations

1. (A/IUO) OC has introduced CPR training [REDACTED] as a standard course. It is planned that this training will also be given to the wives of communicators. The skill will thus be available in the homes and to the [REDACTED] official community where families live. Field training of [REDACTED] personnel has been initiated. OMS is providing training to personnel in the [REDACTED]. This is an important improvement which is being widely adopted within OC. OC rated intangible benefits EXCEPTIONAL/EXTENDED (\$1,000). STATINTL

2. (U) OMS and OS/Safety Branch stated that the pneolator is intended to be a source of oxygen to be used to reoxygenate a victim's system after breathing has been restored and thus should not be discontinued.

3. (U) Chairman, Safety Committee commented that the importance of the suggestion lies in the fact that skilled and readily available CPR techniques could save lives. The suggester, by formalizing and pushing his views, served as a significant catalyst in bringing together those individuals who were concerned with the problem and who could best come up with a concerted, professionally qualified opinion. Chairman, Safety Committee said the suggestion has broad application and commented

that an award of \$1,000 does not appear to be out of line.

4. (U) Chief, Clinical Activities Division/OMS discussed the difficulties in arriving at a recommended award with the OC Safety Officer. They agreed that the application of CPR was at least broad if not general and that the concept was a significant improvement. The suggester did, in fact, serve as a catalyst as well as a motivator in bringing together the interested group. C/CAD/OMS commented that an award of \$1,000 appears well justified.

C. Recommendation of the Executive Secretary

1. (U) Not line of duty.
2. (U) \$1,000 award (EXCEPTIONAL/EXTENDED).

D. Decision of the Committee

✓ Approved

\$1,000 Award

 Disapproved

9/27/77 Date

Att

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EMPLOYEE SUGGESTION

(Do Not Write in This Space)

TO WHOM IT MAY CONCERN

THE ACCEPTANCE BY ME OF A CASH AWARD FOR THIS SUGGESTION SHALL CONSTITUTE AN AGREEMENT THAT THE USE OF THE SUGGESTION BY THE UNITED STATES SHALL NOT FORM THE BASIS OF A FURTHER CLAIM OF ANY NATURE UPON THE UNITED STATES BY ME, MY HEIRS, OR ASSIGNS.

DATE

10 June 1976

NAME OF

☒ MR.
☐ MRS.
☐ MISS

POSITION TITLE

Commo Sec Off

GRADE

GS-10

ROOM

2B07

BUILDING

OFF/DIV/BRANCH

OC-CS/EAB

TELEPHONE

8-8196

IF CONSULTATION IS REQUIRED, MAY WE
REFER YOUR NAME TO THE EVALUATOR?

☒

YES

NO

TITLE OR SUBJECT OF SUGGESTION

Resuscitation

SUGGESTION NO.

76-482

PRESENT METHOD

See Attached

I SUGGEST

See Attached

ADVANTAGES

See Attached in addition to the following:

Discontinuing the issue of Pneolators would result in savings equal to the cost of future purchase and shipment of this device.

ORM 244
(7-67)

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EDITIONS

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A. Their operation is predicated on a back pressure principle, i.e., the respiratory cycle is triggered at a back pressure point where, supposedly the lungs of the victim have been adequately ventilated. Effective resuscitation, however, is a product of induced air volume not the pressure at which it is applied. The Pneolator does not accurately indicate the presence of, or compensate for partial obstructions of the airway, including partial flexion of the neck. Also, it does not provide adequate pressure to overcome resistance of the lungs caused by old age, pulmonary disease or fluid accumulation. Under these conditions, lung and airway resistance to air flow can cause premature back-pressure cycling, resulting in inadequate ventilation.

B. The use of the Pneolator is not feasible in conjunction with the application of external cardiac compression, which would most likely be required in the event of electrocution or cardiac arrest.

C. Existing instructions for the use of the Pneolator do not adequately emphasize the absolute requirement for establishing and maintaining a proper airway. Without a proper airway, no method of pulmonary resuscitation is effective.

~~Administrative - Internal Use Only~~

D. Perhaps the greatest deficiency of Pneolator use in the OC Field Station environment is the unacceptable amount of time required for its application. Time is a critical factor in resuscitation efforts as biological death commences within approximately four minutes of clinical death, i.e., the cessation of all cardiopulmonary activity. If a victim has stopped breathing, artificial ventilation attempts must commence immediately to prevent death or irreversible brain damage. His survival should not be jeopardized by the loss of time involved in locating, transporting, assembling, adjusting and applying the Pneolator and in reading the instructions for its use.

E. Another drawback to relying upon the use of the Pneolator is the potential for personnel apathy which accrues to perceiving this device as being effective, irrespective of the rescuer's expertise in its use.

In sum, the use of the Pneolator requires too much time, does not facilitate simultaneous administration of external cardiac compression, does not provide adequate ventilation in all circumstances, does not inspire personnel to take a serious interest in the concern and requirement for emergency care and, is expensive.

Pulmonary resuscitation through the mouth-to-mouth technique is preferable to the use of a Pneolator as it is highly effective, uncomplicated and can be quickly applied. It is a "natural" means of ventilation, one in which the rescuer can spontaneously determine the respiratory requirements of the victim. External cardiac compression can be performed in conjunction with the mouth to mouth technique. Cardiopulmonary resuscitation (CPR) has proven to be the most effective means of emergency resuscitation and training of laymen in this technique is now highly encouraged by the medical profession.

Training of CPR within OC currently consists of only limited information. A practical training program involving the use of a Resusci-Ann type training aid is essential to proficiency in CPR. In addition to fundamental techniques, a CPR training program can include instruction in the use of the bag-mask, pharyngeal airways, etc. Although the use of these devices is in general no more effective than the mouth-to-mouth technique, they serve as aesthetic insulators, permitting effective resuscitation without physical contact between the victim and rescuer.

Once an individual has been trained in CPR, extensive re-training should not be required. He should, however, be provided the opportunity for occasional practice and periodic reinforcement as to the potential value of CPR training.

An effective CPR training program for OC personnel would require only modest expenditures of time and money.

Training an individual in emergency care has the parallel advantage of increasing his level of safety consciousness. Interest and proficiency in the CPR program as it relates to the work environment would spontaneously extend to the employee's home where its application in protection of the family is equally important. In addition to these practical advantages, establishing a program for CPR training would serve as a means of positively demonstrating OC's concern for the safety of the employee and his family.

RECOMMENDATIONS:

1. Institute at the earliest possible time a comprehensive CPR training program for all OC personnel. Qualified instructors, drawn from the OC Staff and appropriate training aids should be placed [REDACTED] and in each Area Headquarters.

STATINTL

2. Discontinue the use of the Pneolator or other mechanical resuscitation devices as soon as adequate CPR training is available to OC personnel. Existing Pneolators could be retained in the Field and with proper training be used to provide assisted breathing in the event of heart failure, exposure to toxic fumes, etc. and for long term resuscitation under a doctor's supervision.

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C. Conclusions and Recommendations by the Executive Secretary

1. The intangible benefits seem important or significant and extend to the Agency and other U. S. Government departments. SUBSTANTIAL/GENERAL or HIGH/GENERAL on the Intangible Benefits Guide seem appropriate.

2. Recommend Special Achievement Award of \$1,500 based upon: cost avoidance of \$25,012 for the average first year (\$1,100 according to the Tangible Awards Scale), plus \$400 for HIGH/BROAD intangible benefits.

D. Decision of the Committee

✓ Approved

\$800 ^{HIGH}
^{BROAD} Award

 Disapproved

9/27/77 Date

Att

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NOTE: [REDACTED] DDO will be available if the Committee has questions.

COMMITTEE CONCLUSIONS: 27 September 1977

Use of a cost avoidance of over \$25,000 for one year and award credit of \$1,100, according to the Tangible Awards Scale, did not seem appropriate. The Committee reasoned that use of the "government furnished quarters system" was the only way to go in this instance. Therefore, an award of \$800 was considered sufficient by the Committee based solely upon HIGH/BROAD intangible benefits.

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[REDACTED]
Executive Secretary

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SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

25X1A

SA NO. 90: Nomination Date: 7 July 1977
[REDACTED], GS-09
Computer Programmer
Directorate of Administration/ODP

A. Summary

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(A/IUO) The attached nomination recommends [REDACTED] for a Special Achievement Award and honorarium of \$1,000. The Acting Deputy Director for Administration concurred in the recommendation. Award of the Certificate of Merit was approved on 10 August 1977 by the Honor and Merit Awards Board.

B. Additional Information

1. (A/IUO) In an effort to further ascertain justifications for the level of award recommended by ODP, the Committee's Staff questioned the Executive Officer, ODP and Chief, D Division/ODP and obtained the following added information:

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a. Normally, ODP would have had to hire a fully cleared, professional translator to perform the accomplishments that [REDACTED] carried out. The two deaf employees with which [REDACTED] has principally worked are college educated professional programmers and also mathematicians. She has gained much knowledge from them in her computer work as they have conveyed solutions on computer problems primarily gained through knowledge of mathematics. She in turn has taught the deaf employees many of ODP's systems, procedures and policy understandings. The mathematicians she works with take on requirements for any component and are currently working on complex assignments for OMS, OSI, OEL and CCS.

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b. She has allowed ODP to accelerate the capabilities of the deaf employees. Chief, D Division/ODP estimates that she has been responsible for increasing the ability and efficiency of the GS-10 deaf programmer by 50% and the GS-09 programmer by about 25%. She has been so successful that she has inspired between five and ten other employees in ODP into learning Sign Language during lunch time in [REDACTED] Building so that they also can work with the deaf programmers.

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2. (A/IUO) [REDACTED] Coordinator for Selective Placement Programs/OP is familiar with this case and says she will seek to use the capabilities of [REDACTED] in the event potential programmers who are deaf are referred to OP and ODP for employment consideration.

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C. Recommendation of the Executive Secretary

(U) \$1,000 Special Achievement Award (HIGH/GENERAL).

D. Decision of the Committee

✓ Approved

\$1,000 Award

 Disapproved

9/27/77 Date

Att

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The sign language skill which [REDACTED] has acquired facilitates a greater participation and productivity by our deaf employees and deserves special recognition and encouragement for additional growth. I recommend that in recognition of her achievement she be awarded a Special Achievement Award in the amount of \$1,000.00.

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D. Decision of the Committee

✓ Approved

\$400 Award

 Disapproved

9/27/77 Date

Att

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(U) 2. \$700 Special Achievement Award based on annual saving of \$8,000 (\$590), plus HIGH/LIMITED (\$110) in-tangible benefits.

D. Decision of the Committee

<u>✓</u>	Concur	<u>\$700</u>	Award Recommended
<u></u>	Non-Concur	<u>9/27/77</u>	Date

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